

DENTAL AND VISION CARE

SOURCE: OHIO REVISED CODE 124.81, OCSEA/AFSCME BARGAINING UNIT AGREEMENT ARTICLE 21 & DEPARTMENT OF ADMINISTRATIVE SERVICES STATE OF OHIO EMPLOYEE BENEFITS HANDBOOK

CONTACT: OFFICE OF EMPLOYEE SERVICES

Dental and Vision Care Policy:

1. Permanent employees are eligible for dental and vision care insurance after they have completed one year of continuous state service.
2. Employees will receive enrollment forms in U.S. mail before their one-year anniversary date. Non-exempt employee forms are from OCSEA, and exempt employee forms are from DAS. The forms must be completed and returned to the Office of Employee Services. In addition, OES will e-mail a reminder with the deadline date to employees as they become eligible.
3. During predetermined periods of open enrollment, employees may choose or change a qualified dental or vision plan.
4. To enroll or change dental and vision coverage, employees must complete, sign, and return the Enrollment Form to the Office of Employee Services.
 - Non-exempt employees use OCSEA Enrollment and Change Forms available online at <http://www.benefittrust.org/forms.htm> or from OES and district administrator.
 - Exempt employees use Enrollment and Change Forms available online at [DAS/HRD Downloadable Forms](#) or from OES and district administrators.

Changing Dental and Vision Coverage During the Year:

1. Employees may add dependents or change dental and vision coverage from single to family within 31 days from date of event (e.g. marriage, birth of child).
 - after marriage. Effective date is the first day of the month following the date the Enrollment Form is signed.
 - birth of a child. Effective date will be the first day of the month the child is born.
 - after adoption or legal guardianship of a child. After the child has been placed in the home, effective date will be the first day of that month, whether or not the adoption has become final.
 - after loss of coverage through your spouse because

- (1) spouse loses employment,
 - (2) spouse dies,
 - (3) final divorce or dissolution
 - after return from an authorized leave of absence.
2. Employees may drop dependents or change from family to single coverage any time.
3. When both husband and wife are State of Ohio employees, they may make the following changes at any time:
- two singles to one family,
 - family coverage in one name to family coverage in the other
 - one family to two singles

Dependents:

The following are eligible for enrollment as dependents:

- current legal spouse
- unmarried children up to age 19
- unmarried dependent children up to age 23 who reside with employees or are attending an accredited school and/or are primarily dependent upon employees for maintenance and support
- children of divorced or separated parents not residing with employees but who are required by law to be supported by employees
- unmarried children of any age who are incapable of self-support due to mental retardation or a physical handicap, whose disability began before age 23 and who are principally dependent on employees. When there is an unsuccessful attempt at independent living, a child covered pursuant to this provision will be re-enrolled for coverage, provided application is made within five years following the loss of coverage.